



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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December 2, 2004

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request For Proposals: RFP # 04-09-LD
Commodity: Services for the Design, Build and
Implementation of a Discharge Monitoring
Report System

Dated: November 12, 2004

For Delivery To: Department of Environmental Quality

Proposal Due: December 9 2004, 2:00 p.m. (**see change
below**)

Prebid Conference: None

The above is hereby changed to read:

1. Reference Page 2, Proposal Due Date: Change to read "**Sealed RFPs Will Be Received Until 2:00 p.m. Wednesday, December 29, 2004.**"
2. Reference Page 4, Section II. BACKGROUND, 4th paragraph, last sentence: ***insert*** (as VADEQ works with it's legal staff) between "...court of law" and "further reduces...". **Add the following language after this last sentence** "It is up to the vendor to propose a PIN/password based application solution that ensures data integrity, non-repudiation and document tracking in concordance with the standards of CROMERR."
3. Reference Page 6, Section II. BACKGROUND, item 4. Comprehensive Environmental Database System: ***Add the following language after the last sentence of the first paragraph,*** "For VPDES individual permits there are approximately 2,409 outfalls that require DMR submittals. DMRs may be submitted monthly, quarterly, semi-annually or annually based on the individual prmit requirement. Approximately 54% of the DMR submittals are monthly. For VPDES individual permits, there are approximately 9,314

parameters that are reported monthly, 2,797 that are reported quarterly, 143 that are reported semi-annually and 6,516 that are reported annually.”

4. Reference Page 8, Section III. STATEMENT OF NEEDS, item A-01, 1., 4th sentence: ***This is further explanation, in greater detail, of the contractor’s responsibilities and work in this area.*** “The contractor is responsible for developing a system that will convert the data submitted by the regulated facility from the format it was sent in (i.e. xls, XML, html) into formats that can be downloaded into the CEDS Oracle-based database. The submitted data must be converted to, at a minimum, the XML format once it is received by VADEQ. Additional database readable formats will be a function of the vendor proposed solution. The vendor will also be responsible for working with VADEQ to ensure that the submitted data is successfully migrated into CEDS.”_
5. Reference Page 8, Section III. STATEMENT OF NEEDS, item A-01, 1. e.: ***This is further explanation if XML, xls and csv are the complete list of formats that the system is to accept or if there are additional formats the system must accept.*** “There is no exhaustive list of formats that the system MUST accept. The only specification is that the system allow for multiple formats and that the data can be entered via the web or other vendor specified electronic transfer method. The list of formats will be based on the functionality of the vendor proposed solution. Vendors that have met the requirement of successfully designing and implementing, or playing a substantial role in the implementation of, at least two (2) state-based or federal-based electronic environmental data submission systems are expected to know which formats are industry standards and provide a solution to accept at least those formats. Regardless of the format that the data is submitted by the regulated facility, the vendor shall be expected to convert the data into, at a minimum, the XML format once it is received by VADEQ. Additional database readable formats will be a function of the vendor proposed solution.
6. Reference Page 8, Section III. STATEMENT OF NEEDS, item A-01, 1. f.: ***This is further explanation if XML, xls, pdf and doc are the complete list of formats that the system will allow users to save in, or if there are additional formats the system must accept.*** “There is no exhaustive list of formats that the system MUST allow the user to save their data in. The list of formats will be based on the functionality of the vendor proposed solution. Vendors that have met the requirement of successfully designing and implementing, or playing a substantial role in the implementation of, at least two (2) state-based or federal-based electronic environmental data submission systems are expected to know which formats are industry standards. The user must be able to save a copy of the data to be submitted, either on their desktop or on a secure server, in XML format as well as in a format, or formats, that can be retrieved using industry standard word processing and spreadsheet application, specifically Microsoft Office, Corel WordPerfect Office, and Adobe Acrobat.”
7. Reference Page 9, Section III. STATEMENT OF NEEDS, item A-02 APPLICATION HARDWARE: ***This is further explanation of VADEQ or Contractor responsibilities for a. obtaining hardware, b. operating hardware, c. location of hardware and d. logical/physical relationship between the planned site for the DMR application and CEDS.*** “a. VADEQ will take responsibility to put in place all necessary hardware, if not already in place. Vendor

must state such needs with rationale for selection other than what is available. b. This is not a business process outsourcing. Operating environment is VADEQ's responsibility.

c. Hardware will be located at the VADEQ datacenter. d. The relationship will be based on the vendor proposed solution. VADEQ is looking to the vendor to propose the best relationship and then VADEQ will take the responsibility to put into place the necessary infrastructure to get it done."

8. Reference Page 10, Section III. STATEMENT OF NEEDS, item A-05 SECURITY: ***This is further explanation on sub-paragraphs 1 and 2 of this section.*** "It is the intent that the initial implementation will be PIN/Passwords, but VADEQ may later require implementing e-signatures. The proposed solution must have the flexibility to be integrated with e-signature technology at a later date."

9. Reference Page 12, Section III. STATEMENT OF NEEDS , A-11, item 4: ***This is clarification in reference to on-site support.*** "On-site refers to VADEQ Central Office located at 629 East Main Street in Richmond Virginia.

10. The following information is offered as additional clarification for this project:

a. System Documentation:

The Contractor must perform requirements gathering, produce a requirements document and complete a system design and design document.

VADEQ does not have existing documentation that it can provide. The design of the system is left to the vendor. Based on the proposed solutions VADEQ will determine if that system design is the best both from a business and infrastructure stability perspective.

VADEQ does have an enterprise architecture and/or related documentation that can be provided after Offerors proposals are submitted of what their system designs will be.

VADEQ has Hardware and/or software standards. The hardware will be provided by VITA to the specifications required for the system. The specifications will be discussed after Offerors have submitted proposals and VADEQ determines what hardware and/or technology will be necessary to assist in the implementation of the system.

- b. There are approximately 7 staff members that are committed to DMR submission related tasks. There are 7 regional offices that process the DMR data. Roles and responsibilities vary from region to region. Most regions have data entry staff that are responsible for inputting the data into CEDS. The Regional Compliance Auditor is responsible for processing DMR noncompliance with effluent limits and administrative discrepancies as well as ensuring that the appropriate compliance and enforcement action is taken.
- c. VADEQ responsibility – Operating environment is VADEQ's responsibility. VADEQ will take responsibility to put in place ALL necessary hardware, if not already in place. The vendor may, however, propose a different solution that they feel is the most efficient along with rationale.

- d. Section IV. Proposal Preparation and Submission Requirements – The requirements of proposal section IV will be met by referencing the paragraph number(s) in Section III of the RFP. Proposal section IV is a checklist of required items, ONLY, that must be addressed in drafting a proposal response to the Statement of Needs.
- e. There is no incumbent contractor for CEDS or any preliminary DMR work.
- f. Period of Contract - This will be determined by the date of award of the selected vendor beginning work on the project until the time that the project is deemed to be complete and signed off on by VADEQ.
- g. Pricing Schedule – To be completed in Section XI. of the RFP. This is a total fixed price for services to fulfill the requirements of this RFP.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. **The original bid document must be signed.**

Very truly yours,
Leatha Dickerson
Contract Officer
Phone: (804) 698-4397

Name of Firm

Signature/Title

Date